

FACILITY USE PERMIT APPLICATION (NOT A PERMIT)

City of Rochester, Department of Recreation and Youth Services

Bureau of Recreation, 400 Dewey Avenue, Rochester, NY 14613 585-428-6794

A \$10 NON-REFUNDABLE PROCESSING FEE MUST BE PAID IN ADDITION TO THE COST OF THE PERMIT.

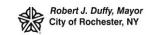
This application will not be accepted unless it is signed by and witnessed by a notary public or commissioner of deeds. Applicants must be 21 years of age or older.

APPLICATIONS FOR SOME FACILITIES REQUIRE FULL PAYMENT AT TIME OF APPLICATION

For Office Use On Batch #	ly:
Permit #	
Fee	
Paid	
Balance	
Receipt	()
Facility Director	
Master List	

Facility Requested:	
Auditorium/Lodge Conference/Mtg Rm	Craft/Game RmGym Kitchen Restrooms Teen Lounge
OTHER: Docking Permit Vending Perm	t Large GazeboSmall GazeboFountain Area
Field(s) Requested:	Type of Activity
Enhancements/Dates: Field Lining	Field Lighting
Please circle if any applies (Special Events Ac	vity): Festival, Concert, Fundraiser, Tournament, Block Party, Parade, Walk or Race
Estimated # of Participants / Spectators:	
Day of the Week: Date:	
Set up Time: (From) : (To)	
Event Time: (From) : (To)	
Clean up Time: (From) : (To)	
Responsible Person: Address:	
Address: Zip	CityZip
Day Phone ()	Day Phone ()
Evening Phone ()	Evening Phone()
Yes No Are you charging an entrance for Yes No Are you requesting permission Yes No Are you requesting permission Are you requesting permission Are you requesting permission	holic beverages (beer & wine only)? e? e sell food or other items, including tickets? e put up a tent(s)? If so, how many? What size?Feet XFeet e have bounce house or spacewalk, carnival games or rides, etc.? From company naming the City of Rochester as additional insured for one million dollars.)
Describe security plan and promotional material (ttach security contract, promotion material, and insurance certificate upon request)
I,and my guests attorney's fees or other expenses whatsoever, resulting the use of such facilities on the date(s) specified herei and to save harmless said City from any and all liability of my guests, employees or agents during the use of the By signing below, I also am indicating that the inform	ion that I provided on this permit application is accurate and true to the best of my ability. I also reau of Recreation, which is located on the reverse side of this application, and I agree with all the
, applicant o digitatoro	this day of, 20
Date:	
	Notary Public/Commissioner of Deeds





SEE REVERSE SIDE FOR PROCEDURES & REGULATIONS

SUBMITTING THIS APPLICATION: Application must be completed, signed and witnessed by a Notary Public or Commissioner of Deeds. Mail or bring white copy of application to: Bureau of Recreation, 400 Dewey Avenue, Rochester, NY, 14613. Full payment is due with this application unless otherwise specified. Retain the yellow copy for your records. The permit will be mailed to you. No permit will be issued if permittee has a balance due on any previously issued permit.

<u>PAYMENT PROCEDURES:</u> Certain facilities have fees associated with their use. If full payment is not required at the time of application, specific due date(s) will be outlined on the face of the permit. Failure to meet payment due dates will result in permit cancellation. Make check payable to CITY TREASURER. Mail or bring check to Bureau of Recreation, 400 Dewey Avenue, Rochester, NY, 14613. Cash, Visa, Mastercard, and money order are also acceptable methods of payment.

<u>CANCELLATION:</u> Permittee must notify the Permit Office in writing for all cancellations or application withdrawals. DO NOT CALL THE FACILITY TO BE USED. Failure to provide property notification will result in permittee being required to pay all charges associated with permit.

REFUNDS: Refunds do not include permit application fee, processing fees, and any portion of a deposit that covers damage by permittee/guests or additional services provided by the City due to permittee actions. Refunds will be issued to the permittee in accordance with the cancelation policy. A fee schedule will be provided to permittee for specific facility. It will take four weeks to process a refund.

RULES AND REGULATIONS FOR THE USE OF FACILITIES AND EQUIPMENT

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the continuing direction of the City of Rochester and in conformity with all laws and regulations applicable thereto including, but not limited to, all safety, health and noise laws as may apply. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. Any violation or deviation to the permit will cause the permit to be null and void or party to be "shut down" by recreation staff. At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area of permit. The permittee will lose their privilege to permit any City of Rochester facility.

Permittees are responsible for:

- Possession of the permit for inspection at the activity site
- Paying fees and/or charges by due dates
- Providing approved supervision as described on application
- Orderly conduct of participants and/or spectators
- Parking in approved areas only
- Maintenance and clean-up of activity area
- Payment for damages to facility and/or equipment
- Adhering to all conditions and limitations noted on the permit agreement including, but not limited to, facility/space to be used, duration of use, presence of responsible person as named on application
- Refer to the Municipal Parks Code for a complete list of responsibilities

Permittees/Participants/Spectators are prohibited from:

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically designated on permit
- Using facilities, equipment and/or services on dates and at times other than those designated on permit
- Conducting activities other than those specifically designated on the permit
- Vending food and beverages without specific authorization
- Vending of non-food items is prohibited
- Charging admission to activities without specific authorization
- Consuming alcoholic beverages unless specifically designated on permit
- Gambling or games-of-chance
- Erecting fences or barricades
- Building open fires

NOTE: THIS IS AN APPLICATION FORM — NOT A PERMIT



